

# **Power Projection Enhancement Team (PPET) Training Seminar**



**DSN 367-7157**

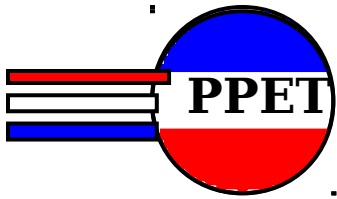
**PPET Home Page at:**

**<http://www.forscom.army.mil/ppet>**



**FORSCOM**

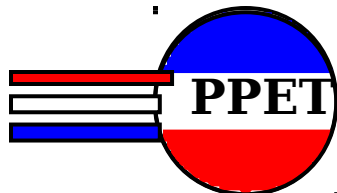




# Agenda

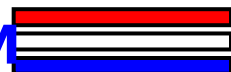
- **Mission**
- **Background**
- **Organization**
- **Installations Visited**
- **Coordination Visits**
- **Activities Assessed**
- **PPET Assessors**
- **Summary**

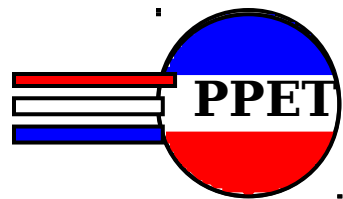




# Mission

- **Assess performance and improve on FORSCOM personnel support systems that impact readiness.**
- **Provide immediate usable feedback to commanders and process owners.**
- **Evaluate and recommend system and process improvements throughout FORSCOM and the Army.**
- **Assist, train, and teach while sharing “best practices” throughout FORSCOM and the Army.**

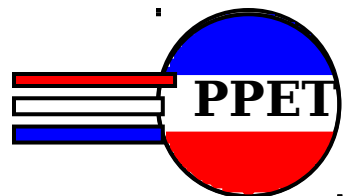




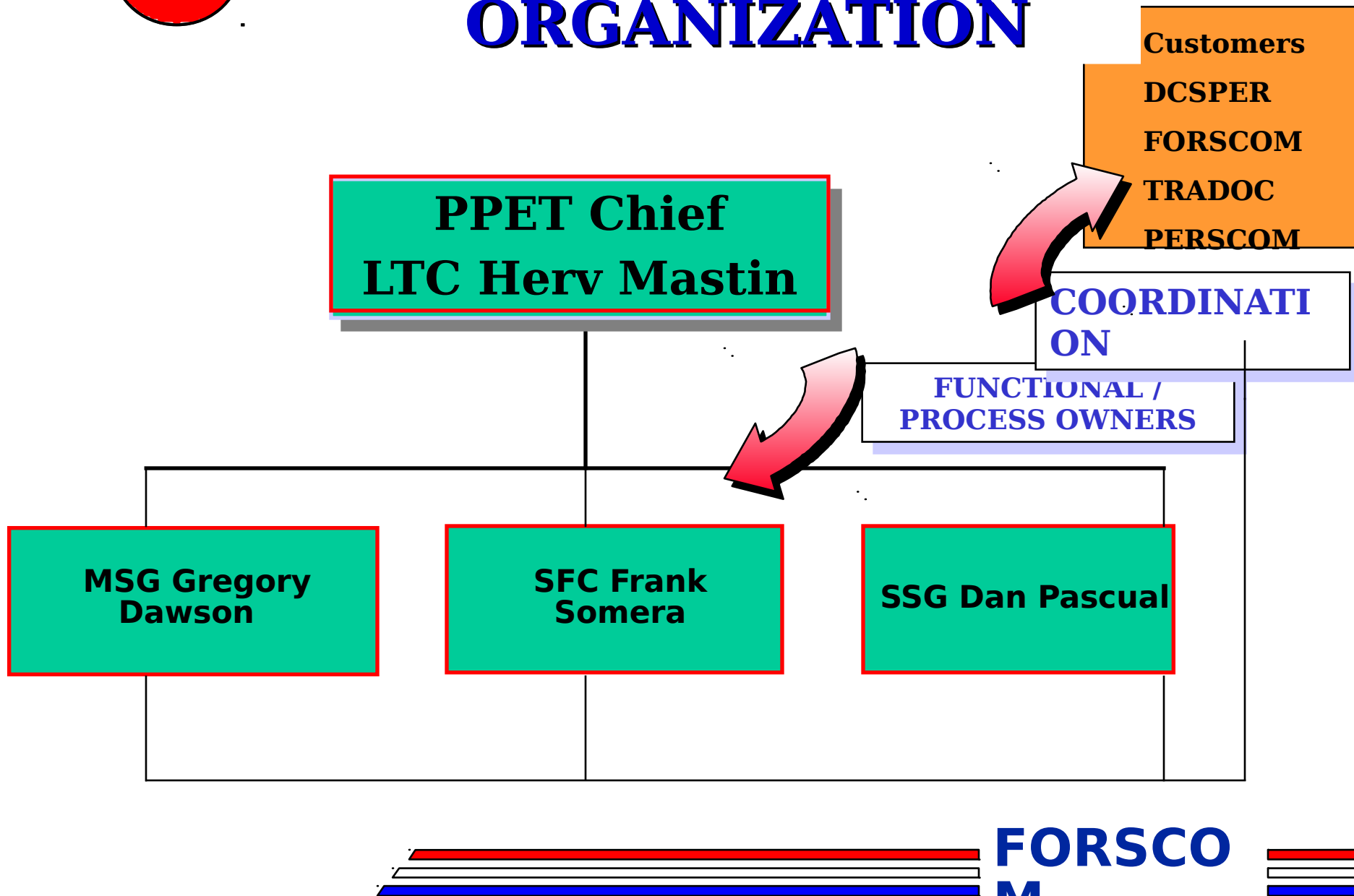
# Background

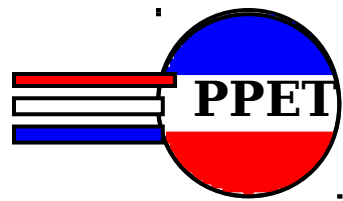
- **FORSCOM lost the ability to assess and target installation PSS systems for improvement. PPET established in 1996.**
- **FORSCOM leadership was concerned with an increasingly undisciplined personnel system. Systemic problems in readiness related areas of promotions, strength accounting, and reassignments.**
- **DCSPIM vision to discipline the personnel system. Back to basics approach by on the ground assessments to identify problems, teach solutions, and share benchmark practices.**





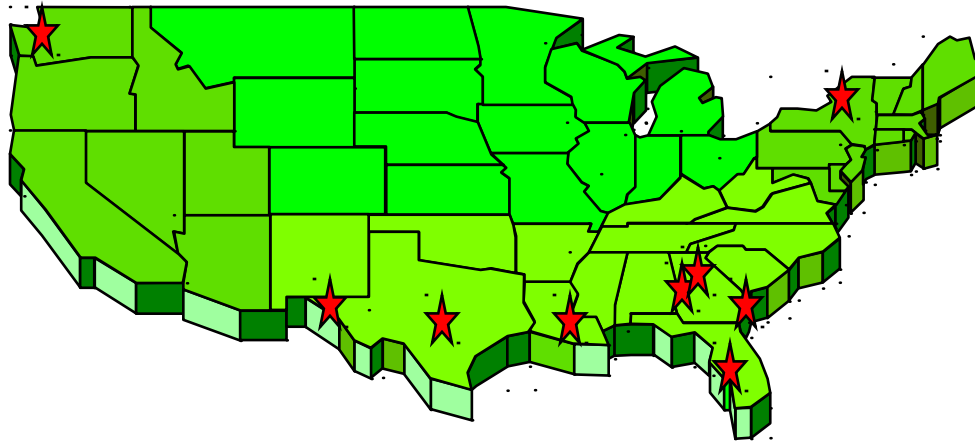
# PPET ORGANIZATION





# PPET Visits FY 00

As of 24 Feb 00

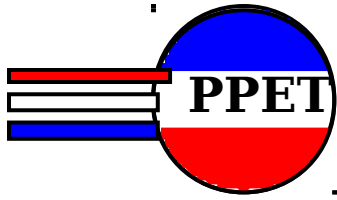


- PSST MacDill
- Fort Drum
- Fort Polk
- Fort Benning
- Fort Stewart
- Fort McPherson
- Fort Bliss
- Fort Lewis
- Fort Hood
- Fort Campbell
- Fort Bragg
- Fort Riley
- Fort Sill
- Fort Huachuca
- Fort Irwin
- Fort Carson
- Fort Eustis (7th Trans Group)



**FORSCOM**

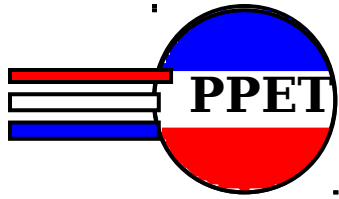




# Coordination Visits FY 00

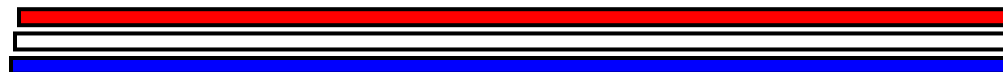
- **SSI/AG School (Ft Jackson) - Mar 00**
- **DA PERSCOM/DCSPER - Mar 00**
- **SSI/AG School (Ft Jackson) - Jun 00**
- **DA PERSCOM/DCSPER - Jul 00**



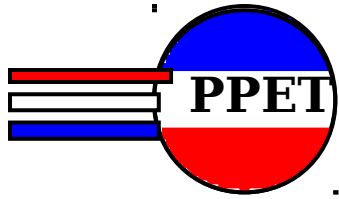


# Type of Activities Assessed FY 00

- **Battalion / Brigade S1 Operations**
- **PSB/SSB/MPD**
- **G1/AG Strength Management and Readiness**
- **SIDPERS (PAS)**
- **Promotion Work Centers**
- **Reassignment Work Centers**
- **Replacement Operations**
- **In and Out Processing Operations**
- **Transition Work Centers**

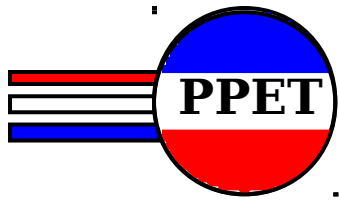






# Assessment Areas

- **S1 Operations**
- **SIDPERS Interface Management**
- **Personnel Processing Systems**
- **Transition Management**
- **Enlisted Promotions (PV2-SSG)**
- **Reassignment Processing and No Show Management**
- **Personnel Readiness Management**



# Assessment Area

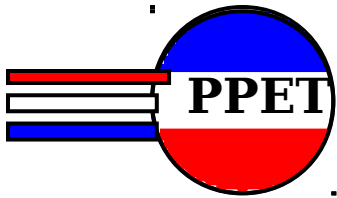
## Bn S1 Operations

**PPET Assessor: SFC Frank Somera**



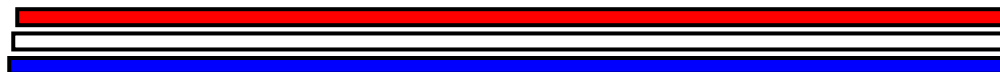
**FORSCOM**

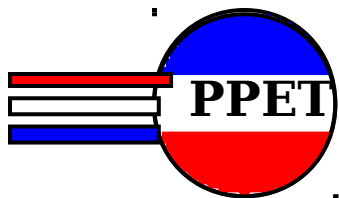




# Battalion S1 Operations

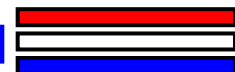
- **Personnel Sergeants are the commanders personnel advisor and must stay closely involved in day to day operations and devote the time to Personnel Service Support. Attend your CSM/1SG meetings and get them to assist you where needed.**
- **Personnel Processing:**
  - ✓ ***AR 600-8-101, Table 2-17 covers Personnel In-processing.***
  - ✓ ***Update in-processing checklist to meet all personnel requirements while soldiers are in your S-1 area. Personnel in-processing record (DA Form 5123-1-R, Dec 92) is found in the reg and is very useful.***
  - ✓ ***Table 3-1 covers the out-processing procedures for the battalion and can be found in change 2, dated 1 MAR 97.***

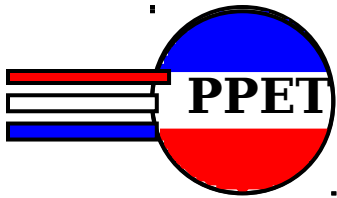




# Battalion S1 Operations

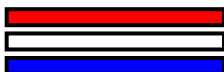
- All battalions assessed in FY 00 to date needed to improve personnel accounting and data base accuracy.
  - ✓ *Soldiers, NCO's and Officer's are failing to sign in and out at the battalion S1. **Critical to maintain data accuracy.** Establish and enforce internal command policies to ensure all personnel report immediately to S1 for in/out processing. Use the Personnel Register and **train SDNCOs** on proper procedures. Submission of the arrival and departure transaction the next duty day is key. Units must coordinate with In Processing, Transition, Strength Mgmt and your SIDPERS analyst.*
  - ✓ *Suspense orders/DA 31 for soldiers PCSing to prevent the delay of the departure transaction in SIDPERS. **Establish an effective suspense file.***
  - ✓ ***Utilization of Non-EDAS assignment function is necessary to depart soldiers. This function should be used when soldiers depart on PCS and system will not process departure transaction due to non-availability of assignment instructions.***

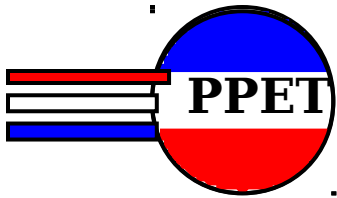




# **Battalion S1 Operations**

- **S-1 are spending too much time trying to clear up notices on the AAA-165 Personnel Accountability Notice.**
- **Some notices on this report may be erroneous, check AAA-342 to verify record status code.**
- **If soldier's record status code is 1A, disregard notice.**
- **If soldier's record status code is 2Y, process arrival.**
- **PSBs must correct expired DEROS and ETS notices. Access to properly correct these notices is not available at S1 level.**
- **Interim Change Package (ICP) PO4-06-02 may correct errors on this report as well as problem with the arrival process. If errors continue, notify the PSB/PAS. Problems should be forwarded to appropriate level.**

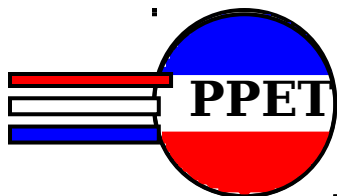




# Battalion S1 Operations

- **AAA-095 Suspension of Favorable Actions Reports are not being properly maintained.**
- **S1's are not utilizing HA Flag Code to identify soldiers in punishment phase of adverse actions.**
- **Commanders are not lifting flags after punishment for adverse action is complete. Commanders need to lift flags once punishment or suspended actions are complete.**
- **Commanders need to utilize local bars through retention channel if soldier is not worthy of favorable actions once punishment for action is complete.**
- **Separation proceedings must be initiated on soldiers who do not make satisfactory progress in the weight control program.**





# Battalion S1 Operations

- ***S1's must monitor the Alpha Roster (AAA-342) in conjunction with the Zero Balance Report (AAA-162) to improve data base accuracy.***

## ✓ **ALPHA ROSTER**

PD 20000311 PCN AAA-342 SCP P04-06-01

CD 20000310 SCN XX PG 1

7

### ALPHA ROSTER

8	9	10	11	12	13	14	15	16	17	18	19	20	21
		V		P /		L		PRJ LOSS	T	CURR/			
		S		MA	AA			/REPORT/	Y	PNDG/		RR	LOSING/
		S		OO	SN			DPRT	P	PREV		SS	GAINING
NAME	SSN	N	RNK	SC	IG	BR	DATE	E	UIC	UNIT		IR STA	UIC
ARDELEAN MIRCEA IOAN	xxx-xx-xxxx	A	SFC	91S4L00RQ			20000518	E	W03HAA	USA	CHPPM	1D DIS	
ARNESON VICKI L	xxx-xx-xxxx	A	1LT	67C0000ZZ		MS		E	W03HAA	USA	CHPPM	2Y PDG	
BARTON CATHY AKINS	xxx-xx-xxxx	A	SPC	91K1000ZZ			20000228	A	W03HAA	USA	CHPPM	3B TPA	
BAUMGARDNER DAVID E	xxx-xx-xxxx	A	CPT	67C0000ZZ		MS	19980812	E	W03HAA	USA	CHPPM	1A ACT	
DELACRUZ DAVID E	xxx-xx-xxxx	A	SGT	75H2X00ZZ			19990812	E	W03HAA	USA	CHPPM	1Q	
SOMERA FRANK P	xxx-xx-xxxx	A	SFC	75H4P00ZZ			19990312	E	W03HAA	USA	CHPPM	26 RSG	WH7PAA
<b>1</b>	<b>2</b>	<b>3</b>					<b>4</b>		<b>5</b>		<b>6</b>		

**1D - Submit Join Transaction (Coordinate with PAS to ensure 1D is present at all levels. If 1D is only showing at PAC/BDE level, transaction must be deleted at PAS level)**

**2Y - Submit Arrival Transaction (Soldiers will not show on AAA-162)**

**3B - Notify PAS to submit request for TDR.**

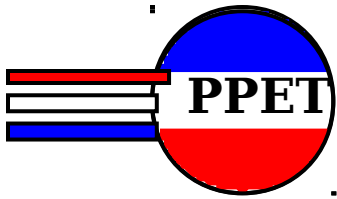
**1Q - Separated from the TOP of the SYSTEM (Ensure soldier should be separated and process separation. If not separated, update soldiers records and submit appropriate transactions).**

**THIS REPORT SHOULD BE PRINTED (Weekly) AND MONITORED**



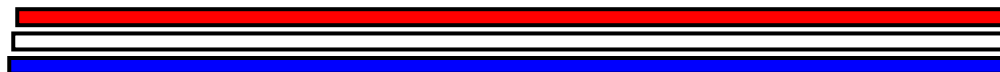
**FORSCOM**



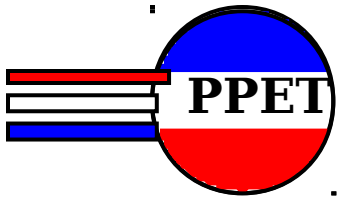


# Battalion S1 Operations

- ***Intra Brigade/Battalion Moves***
  - ✓ Both Battalion and Brigade should be using the Intra Unit Reassignment (ARR/DPRT) Function.
  - ✓ HOT KEYS ARE: A, U, R, I.
  - ✓ Record Status Code must be 1A for this process to work correctly!
- ***Reassignment Notifications Processing***
  - ✓ Reassignment Notification are available at battalion/brigade level
  - ✓ EDAS Cycles are processed weekly and allow the units immediate visibility of reassignment notifications
  - ✓ S1's should print Reassignment Notifications
  - ✓ Pre-Brief Soldiers and complete 1ST ENDORSEMENT provided
  - ✓ Identify Deletions and Deferments for personal reasons during pre-brief
  - ✓ Identify soldiers who will not be able to attend scheduled levy briefing due to deployment, etc....., and reschedule them. (defer deployed soldiers)







# Battalion S1 Operations

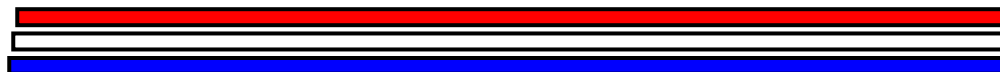
## ERROR RESOLUTION

- **Work Center Responsibilities**

**It is essential that all work centers understand their responsibilities to maintain timely processing in order to keep the system synchronized. Failure to do so will result in numerous unresolved errors, which ultimately impacts the ability of the system to remain synchronized.**

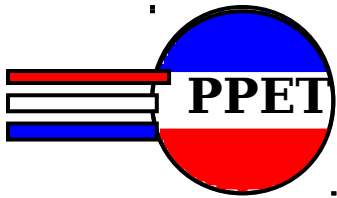
- **The Work Center Supervisor (WCS) must:**

- ✓ **Check the system configuration to ensure that it is the same as the connected site**
- ✓ **Attempt to process the error queues (this is a list of transactions that did not process from the PAC to the PSS) if the number decreases continue. Seek assistance from PSS on errors that stay for 3 days.**
- ✓ **The AAA-650 will print automatically after processing connected site queues and after processing the error queue. Keep AAA-650's for 30 days.**
- ✓ **Print an ERB/ORB for each soldier on the AAA-650 or an ADHOC query for the information not contained on the ERB/ORB. Forward this information with a copy of the error report to the PSS/SA.**
- ✓ **For pay related errors, it may be necessary to log into/view the Master Military Pay Account (MMPA) from terminals located at the PSB/MPD or the local finance office.**
- ✓ **Contact the PSS/SA.**



**FORSCOM**





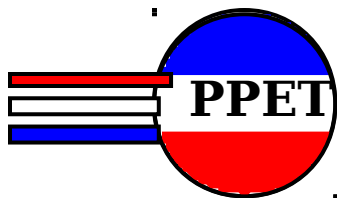
# Battalion S1 Operations

- Table 2-1
- Internal Transactions
- A001 RECLASS RQST
- A101 ARRIVAL
- A106 ATTACH INDIV
- A125 REVOKE ARR/ASNJ
- A241 INTRA UNIT RSGN
- A127 DEPARTURE
  
- AAA-650 INTERNAL ERROR REPORT

□ A125A19980923PF403N26613433785KEVIN 01WDE8T0/}538024138 19980923  
ERR\_MSG: -691 Missing key in referenced table for referential constraint  
(informix.dtya\_f9). Invalid data in column lang\_cd in duty\_assignment table.

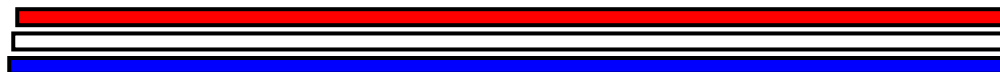
- A210B19980922PF401N26511184842SMITHL 01WEQSAA/1}226065745K  
1997071019980915 20010915E  
ERR\_MSG: -346 Could not update a row in the table.



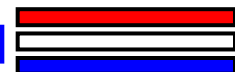


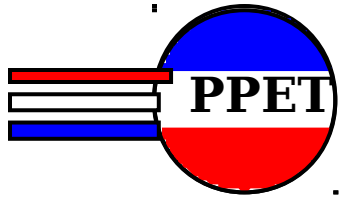
# Battalion S1 Operations

TAPDB	External	INTERNAL	CORRECTIVE ACTION
TAPDB 4154=Notice of Subsequent Arrival	<b>F135</b>		No Action, Delete from the queue.
TAPDB 4231=Correction to previous prom data	<b>F158</b>	<b>B062</b>	A. Identify where the transaction was generated.
			B. Does soldier belong to your unit? If not delete.
			C. If soldier belongs to your unit but is not on your system, create proper transactions.
			D. If soldier is on your system, check RSC. If correct, submit a B062.(Current Rank Transaction)
			E. If record still not updated, forward supporting documents to FSD help desk.
TAPDB 4155=Departure		<b>A127</b>	A. Is the soldier on your system? If not delete.
			B. Is there a B011 ( <b>local reassignment instruction</b> ) in the error queue?
			C. Reassignment instruction must be created at your higher echelon and sent down.
			D. Once B011 has processed and been received, then process your error queue.
TAPDB 4175 =ARRIVAL/ASNJ		<b>A101</b>	A. Identify who submitted transaction.
		<b>A452</b>	B. Does soldier belong to that unit? If not delete.
			C. Check soldiers RSC. If <b>1A</b> or <b>1D</b> , delete error from queue.
			D. If RSC is <b>3B</b> , check <b>MS51</b> for arrival. If there is one, delete transaction from error queue.
			E. If no arrival on MS51, Revoke arrival and resubmit exactly how you received it from the error queue.
			F. If soldier is not on database, make record of NAME and SSN and resubmit exactly how you received it from the error queue.
TAPDB 4176 =SLDR JOINED		<b>A108</b>	A. Identify who submitted transaction.
			B. Does soldier belong to that unit and has previously been <b>assign not joined. If not delete.</b>
			C. Rerun error queue.





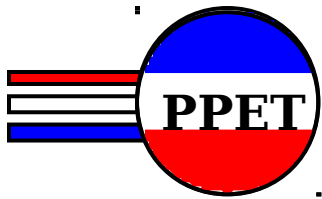
**FORSCOM**





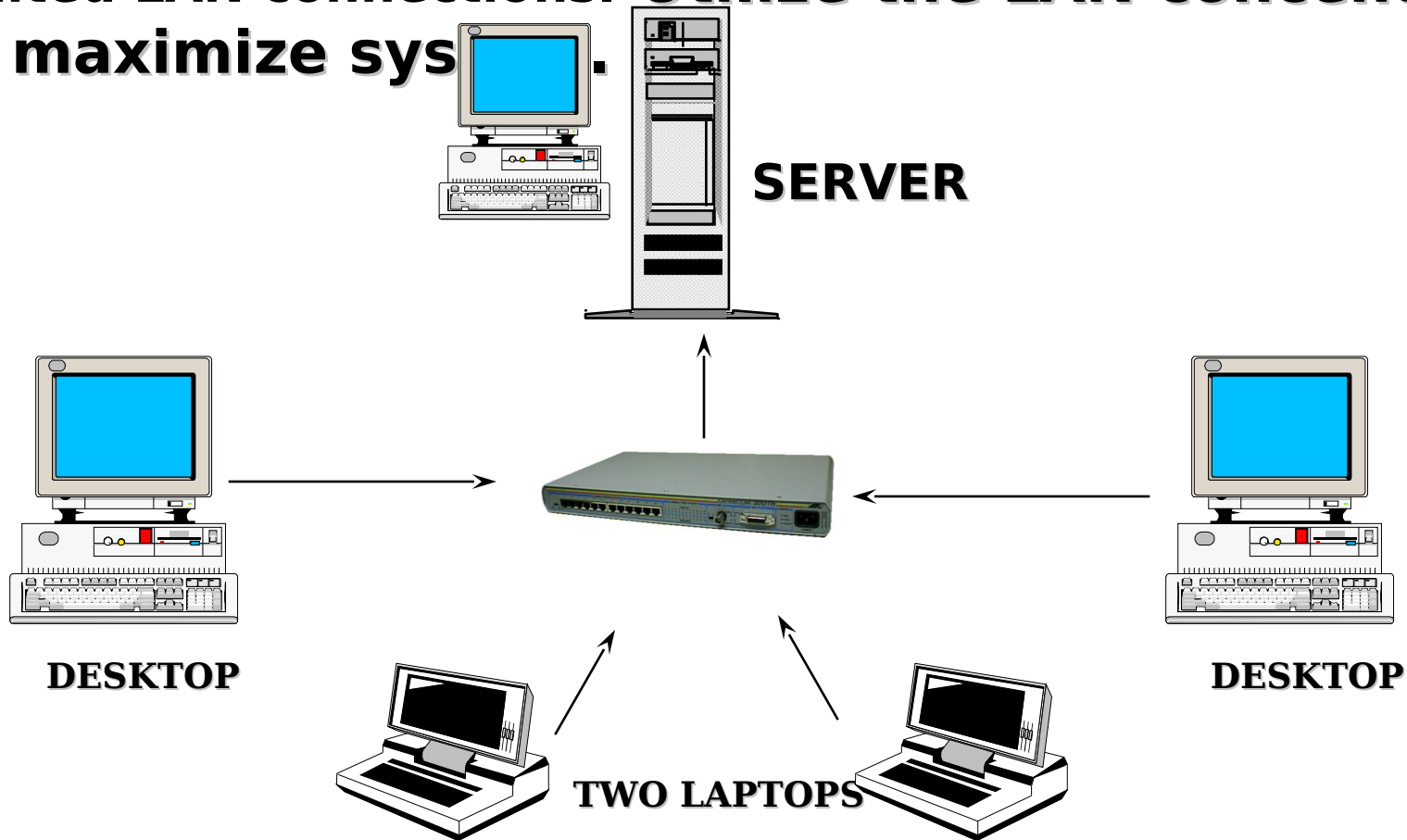
# Battalion S1 Operations

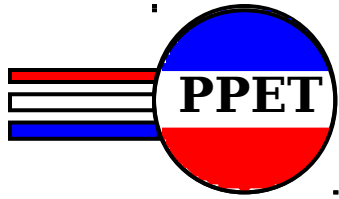
- Establish SOPs for new processing procedures in SIDPERS-3 to help soldiers perform critical tasks. SOPs should reference regulatory guidance and local installation policies and procedures, adding only what is not in the references to ensure it can be **understood** and **executed** at the lowest level.
- Using “MACROS” seems to help get you where you want to go much easier and faster. This process eliminates searching through menus.
- Step-by-step instructions for programming MACROS and a S1 SOP can be found on the PPET home page. The SOP can be modified to meet organizational  **SORSCOM** 



## Battalion S1 Operations

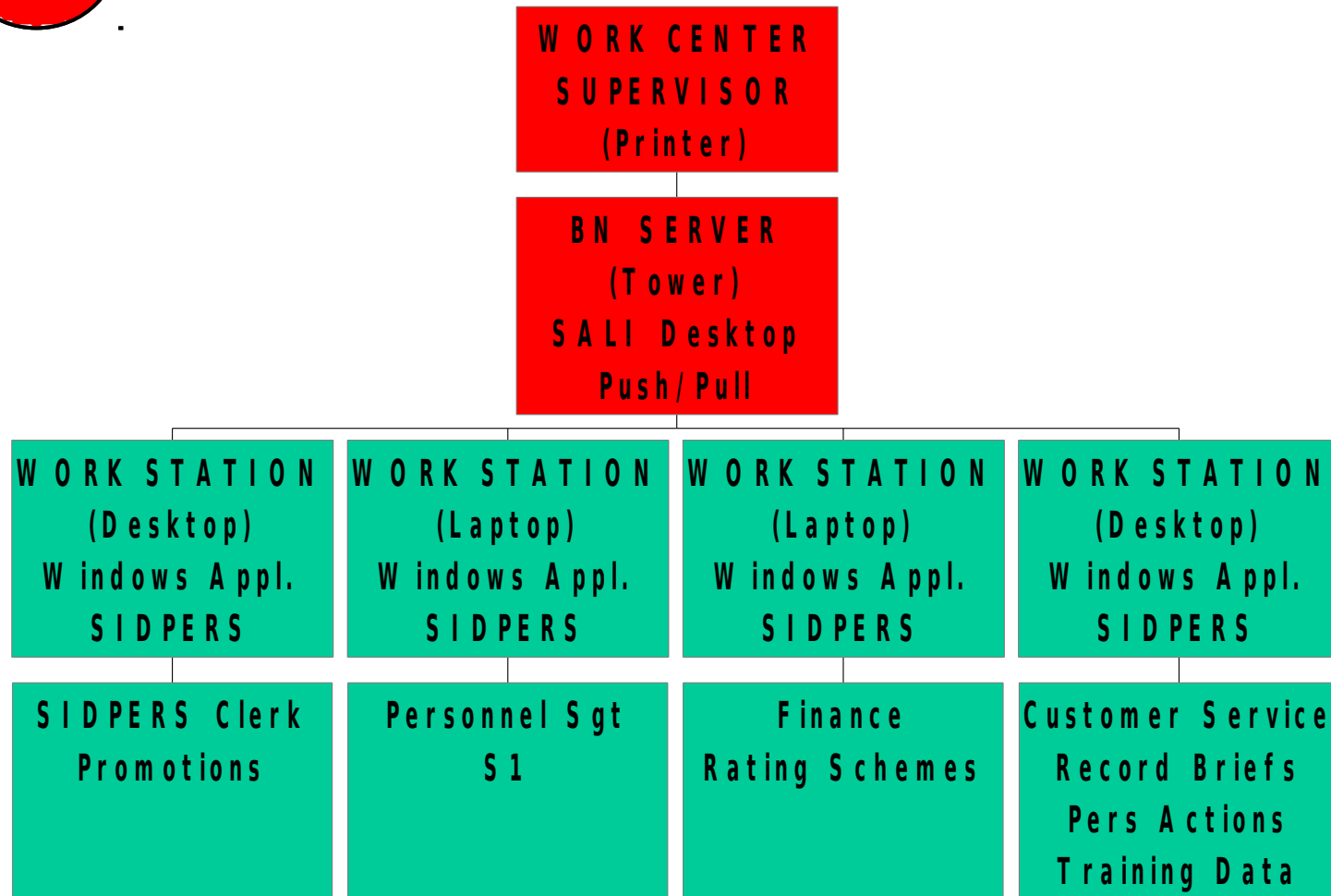
Some units are processing data from the server only due to limited LAN connections. Utilize the LAN concentrator to maximize sys



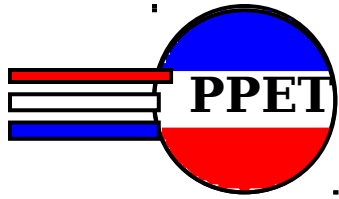


# Battalion S1 Operations

## Possible S1 Configuration



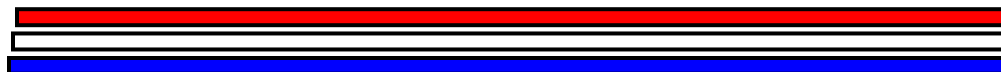
- Make maximum use of applications such as Windows, Internet and email.

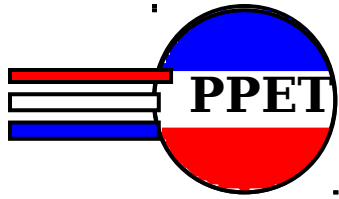


# **Battalion S1 Operations**

## **● Personnel Asset Inventories (PAI)**

- ✓ PAI's must be completed prior to change of commands, unit inactivation/movement or if command directed. Complete PAIs IAW AR 600-8-6, Chapter 5. Use Table 5-2 for the steps to conduct the PAI. Table 5-1 are your instructions to complete DA Form 3986-R.**
- ✓ PAI's should reach the PAS within five workdays of the PAI and must also be processed through the G-1. Follow up!!! S-1s should receive a copy signed by both sections for filing.**
- ✓ Use the A-162, A-165, A-342 and the Unit Commanders Finance Report (UCFR) to assist in this process.**



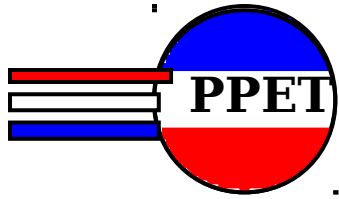


# Battalion S1 Operations

- **Combat Mission/Low Density MOS Training:**
  - ✓ Soldiers must train on wartime tasks, while maintaining routine PSS tasks during FTX's and deployments! Balance of personnel and combat preparedness are key to survive.
  - ✓ Sustainment of low density MOS training presents a significant training challenge. Many proven techniques improve the training of low density MOS's. **The use of Regiment/Brigade and Group level collective training can eliminate most distracters, allowing more efficient and effective training.**
  - ✓ Commanders should strive to ensure low density MOS training is incorporated into the training calendar and is enforced from the command level.
  - ✓ Ref: AR 350-41, Training in Units







# Battalion S1 Operations

- **S-1 Level Enlisted Promotions:**

- ✓ Newly assigned soldiers must be manually incorporated to the AAA-117 Enlisted Promotions Report

- ✓ Compare queries and the A-117, soldiers with a blank BASD will not show up on any promotion report. Manually incorporate these soldiers as well to the A-117. **Queries should be sorted by BASD to help identify soldier in the waiver zone.**

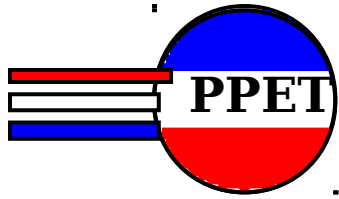
- ✓ Run and turn in the A-117 every month, use the most current MTOE and PERSCOM guidelines to compute SPC waiver allocations at the battalion level per Milper Msg 96-103. Battalion commander has to approve the A-117. **Failure to follow PERSCOM guidelines may result in eligible soldiers not being advanced or over promotion of E-4s.**

- ✓ S-1s must use the 4187-E to advance soldiers. The use of this form will generate the grade change

transa

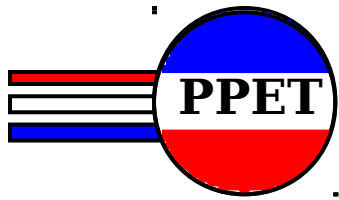
promotion related pay problems. 4187s not produced in

**PERSCOM**



# Battalion S1 Operations

- Ensure soldiers selected for advancement are eligible and not flagged or bared
  - ✓ EDAS C10s must be posted where every soldier is able to review it. It is the individual soldiers responsibility to follow up and ensure their promotion data is accurate.
  - ✓ Ensure soldiers are aware of 24 mo. Reeval requirement
- Use the Internet for the most current information in the Personnel Arena.
  - ✓ [http://books.army.mil/cgi-bin/ bookmgr/Shelves](http://books.army.mil/cgi-bin/bookmgr/Shelves)
  - ✓ PPET- [www.forscom.army.mil/ppet](http://www.forscom.army.mil/ppet) (Army Pubs; MILPER messages; Cutoff Scores; SID-3 Procedures)
  - ✓ [www-personnel.forscom.army.mil](http://www-personnel.forscom.army.mil)



# Assessment Areas

-

## SIDPERS 3

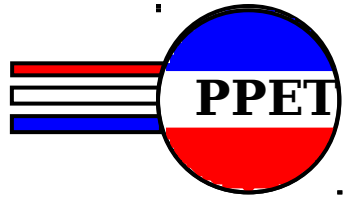
## Personnel Processing

**PPET Assessor: SSG Dan Pascual**



**FORSCOM**

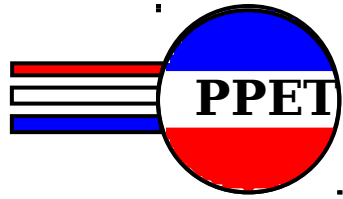




# **SIDPERS Interface Management**

- **AAA-650 (Internal Error Report) not being worked completely.**
- **Need to incorporate the AAA-342 (Alpha Roster) into the process of disputed record cleanup.**
- **Need to work the MA1/MA2, 30 Days Past Due reports religiously.**
- **AAA-351 (Unresolved Feedback Report) must be reviewed daily and errors researched and resolved in a timely manner.**

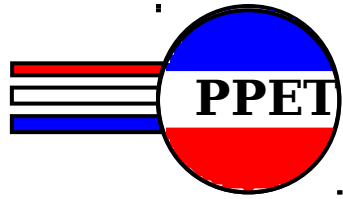




# **SIDPERS Interface Management**

- **AAA-996 (Configuration Report) are not being maintained and reviewed by the PAS for units they service by most installations.**
- **AAA-002 (EDAS Cycle Audit Sheet) not being reviewed by the PAS. Report is sent directly to Reassignments Section.**
- **PAS needs to work closely with In-Processing to resolved Disputed, Temporary and Pending Gain records against replacements UIC.**

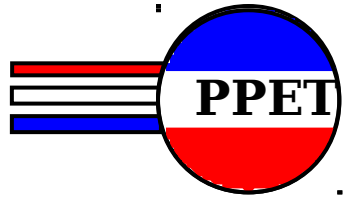




# SIDPERS Interface Management

- **Dragon Masters must get involved in all areas of the PAS. This individual is the SME (Subject Matter Expert) for the installation.**
- **Everyone involved in SIDPERS input must understand what H.E.L.P. (Hastily Executed Lookup Program) is. These are the **SIDPERS-3 Regulations****
- **PERSCOM ON-LINE has the procedural guidance for SIDPER-3 on the Internet.**





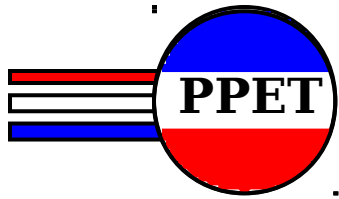
# **SIDPERS Interface Management Improvements**

- **Good use of Public Folders**
- **Detailed MOI's for procedural guidance**
- **Sustainment training at MOST installations is constantly improving**
- **Error resolution is getting top priority**
- **Alternative Replacement (Inter-Battalion) movement of SIDPERS records is streamlining the process and creating fewer errors.**



**FORSCOM**





# **Assessment Areas**

## **Enlisted Promotions** **Transition Management**

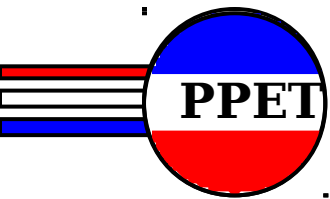
**PPET Assessor: MSG Gregory  
Dawson**



**FORSCOM**







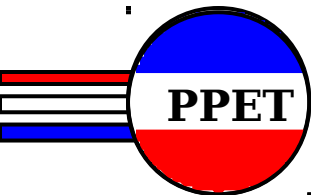
# Enlisted Promotions

- **EDAS will continue to be the system to manage promotions to SGT/SSG; maintain the Promotion Standing List, select soldiers for promotion, initiate grade changes to update SIDPERS, TAPDB, DJMS.**
- **The updates of SIDPERS-3 with changes made on EDAS by PSB and DA PERSCOM takes time to updates SIDPERS - 3. In some cases update changes are not processing at all.**
- **Need to use the EDAS C-10 to verify changes made by the PSB, DA Promotions are being posted to EDAS. The EDAS C-10 is the authorized source to verify promotion list integration, removals, and points update.**



**FORSCOM**





# REVISED PROMOTION WORKSHEET

REVISED WORKSHEET IS PROJECTED FOR  
FULL IMPLEMENTATION IN JUNE 2000.

Every DA Form 3355 must be  
converted by 31 May 00

\* BASED ON 5 AREAS  
SIMILAR TO NCOER

Promotion Board

Duty Performance

Awards and  
Decorations

Military Training

Military Education

Civilian Education

**CURRENT  
NEW**

200

150

199

149

198

148

197

147

196

147

195

146

BONUS (ON ACTIVE

DUTY)

- 10 PTS)

DA FM 87 TNG -4 PT/WK  
MIL COR CRS 1 PT / 5  
CH  
NCOES COURSES 4 PT  
WK

ARCOM - 20

AAM - 15

GCMDL - 10

BADGES - 5

CERTIFICATES -

INCLUDE CSM/BDE

CERT'S 5 (4

MAX/20)

NCO/SOLDIER QTR -

BDE 10

DIST HONOR GRAD

- 15

COMMANDANT

LIST - 5

**APFT**

**Weapons**

300 = 50

40 = 50

299 = 49

39 = 49

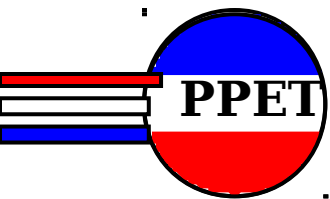
298 = 48

38 = 48

297 = 47

296 = 46

**FORSCOM**



# Enlisted Promotions

- Changes made to DA Form 5355:

**Military Training Points**

**100      Duty Performance Maximum  
150**

**Awards, decorations and achievements  
100**

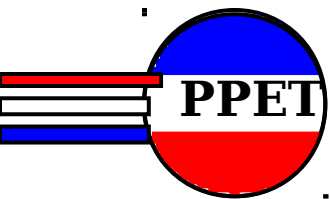
**Military Education  
200**

**Civilian Education  
100**

**Promotion Board  
150**

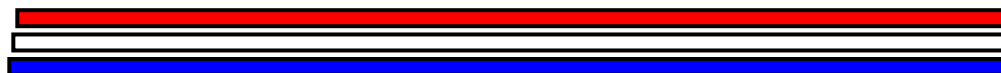
**800**

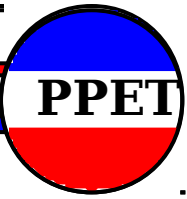
**FORSCOM**



# **Enlisted Promotions**

- Promotion points authorized for special achievements
  - BDE Soldier/NCO of the Quarter** **10**  
**points**
  - Distinguished Honor Grad** **15**  
**points**
  - Commandant's List** **5**  
**points**
- Certificate of Achievement LTC or higher,  
Certificates issued by CSM BDE or higher,  
maximum 4, (20 points)
- NCOES resident courses (PLDC/BNCOC) **4**  
**points week**
- Civilian education - **1 1/2 points per semester**  
**hour**

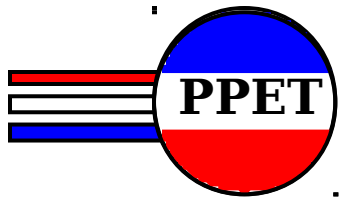




# Transition Management

- **After voluntary retirement applications are approved, ensure that AEA, ERUP, DLOS codes are updated on SIDPERS 3. Problems with AEA code L precludes the change on some records.**
- **The Transition Point submits all the separation actions. More simplified process by separating directly from the present unit of assignment.**
- **Compare the AAA-165/162 with the A-342 to check for separation actions. The Record Status Code on the AAA-342 must be 23/24 after the separation/transfer action is submitted.**
- **Many separations not processed, affected by sub-sets, initial database load, coordinate with Transition.**





# **Assessment Areas**

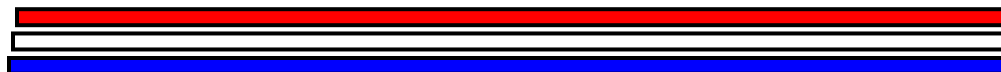
**Reassignment Processing**

**No Show Mgmt**

**Personnel Readiness Mgmt**

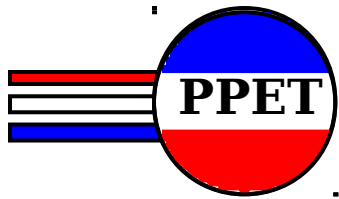
—

**PPET Assessor: LTC Herv Mastin**



**FORSCOM**

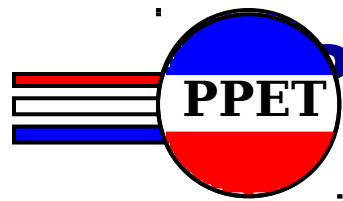




# **Reassignment Processing and No Show Management**

- **Attend Levy Brief in the first 30 days. It is key to DLOS, timely deletions/deferments, required actions, and getting soldiers their orders.**
- **Provide Deployment Taskers and Field Training Schedules to Reassignments regularly/early. It assists proactive screening and processing of your soldiers (interview, orders, del/def).**
- **Have LEVY brief schedule and notifications E-mailed or picked at as soon as ready (Friday or Monday).**
- **Get Notifications through unit levels to the soldier, get soldier interviewed, and send soldier to the briefing as soon as possible. Eliminate layers wherever possible and use automation.**



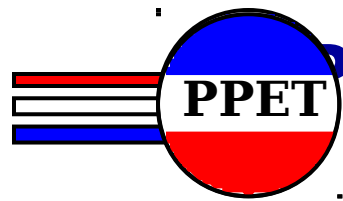


# Personnel Strength Management and Readiness

- **G1, Installation, and MSC level assignment and distribution are linked to HQDA priority fill levels, strength, deployment missions, and readiness reporting.**
- **Installation, Brigade, and Battalions do well with properly distributing incoming soldiers.**
- **Personnel *accounting accuracy* remains a problem. It must be *closely checked* to insure timely and correct (arrivals, local diversions, deployed, non-deployable, and departures).**
- ***Non-deployable (unavailable) accounting remains a concern at all levels up to the Chief of Staff of the Army.* Training, coordination, sharing, and closely checking related processes by all levels is required to improve accuracy.**



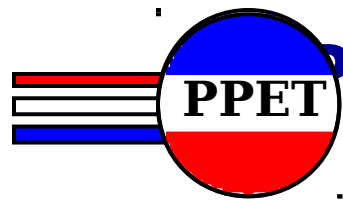




# Personnel Strength Management and Readiness

- **S1s, PSB PSS, and G1/AG must execute and monitor the identification, input, and tracking of unit / TCS / TDY deployed soldiers (DPLI). Performing transactions correctly result in keeping soldiers from assignment, produces an AEA stabilization, adjust DROS, give tour credit, provides easier verification of award eligibility.**
- **Determine who is in charge on Post and where to get help.**
  - ✓ **Routinely publish and update DPLI guidance.**
  - ✓ **Match with manifests for input and coordinate with PAS.**
  - ✓ **Perform Ad Hoc queries on DPLI or deployed status. Use for USR non-deployable preparation.**

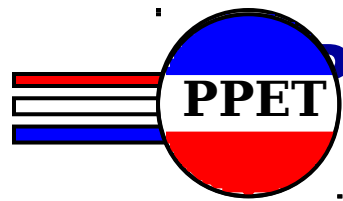




# Personnel Strength Management and Readiness

- **Properly tracking and processing Permanent Profiles 3/4, MMRB, MEB, PEB by G1/AG, and follow up by S1s reduces USR non-deployable soldier inaccuracy.**
  - ✓ ***Coordinate with the G1/AG MMRB Section to provide a status of MMRB, and / or MEDDAC for MEB, and PEB cases for use in your USR process.***
  - ✓ ***Match with SIDPERS Permanent 3/4 profiles and resolve discrepancies between them.***
  - ✓ ***P3/4, MMRB, MEB, PEB “by name” list for unavailables at USR with source documents if a change occurs.***
  - ✓ ***Tied all together these enhance accuracy of HQDA and FORSCOM reports on soldier availability.***

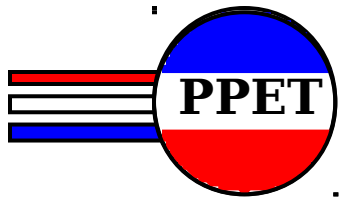




# Personnel Strength Management and Readiness

- **S1s and Personnel Sergeants must be part of the USR preparation. Ways to improve personnel accuracy:**
  - ✓ **Use the AAA 162 (Unit Personnel Accountability).**
  - ✓ **Use AAA 165 (Unit Personnel Accountability Notices).**
  - ✓ **Use the AAA 342 to check Record Status Code.**
  - ✓ **Include “By name” unavailables every month with source document if a change occurs.**
  - ✓ ***Manifests and DPLI / Deployed SIDPERS query check.***
  - ✓ ***P3/4 Query to check unavailable reported data to verify all are accounted for and MMRB, MEB, PEB accounted for.***

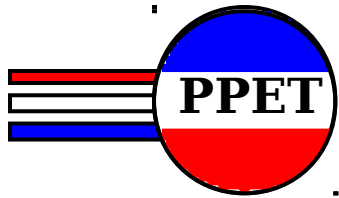




# Summary Key Points

- Establish and use SOPs for processing procedures in SIDPERS-3. SOPs should reference regulatory guidance and local installation policies and procedures.
- If you work with SIDPERS 3 remember that H.E.L.P. (Hastily Executed Lookup Program) is the **SIDPERS-3 Regulations**.
- PERSCOM ON-LINE has the procedural guidance for SIDPERS-3 on the Internet.
- EDAS will continue to be the system to manage promotions to SGT/SSG; maintain the Promotion Standing List, select soldiers for promotion, initiate grade changes to update SIDPERS, TAPDB, DJMS
- Must get levy notifications through unit levels to the soldier, get soldier interviewed, and send soldier to the levy briefing as soon as possible.
- Monitor the identification, input, and tracking of unit / TCS / TDY deployed soldiers (DPLI). Assists in keeping soldiers from assignment, produces an AEA stabilization, adjust DROS, give tour credit, provides easier verification of award eligibility.

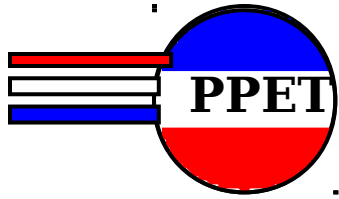




# Summary

- **Use the Internet for the most current Personnel information.**
  - ✓ **<http://books.army.mil/cgi-bin/bookmgr/Shelves>**
  - ✓ **PPET- [www.forscom.army.mil/ppet](http://www.forscom.army.mil/ppet) (Army Pubs; MILPER messages; Cutoff Scores; SID-3 Procedures)**
  - ✓ **[www.perscom.army.mil/tagd/sidpers3/page1.htm](http://www.perscom.army.mil/tagd/sidpers3/page1.htm)**



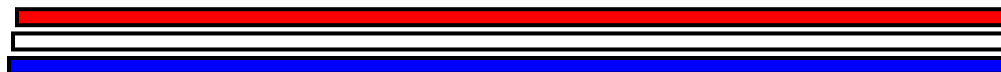


# Thank You



## Questions or Comments?

Home Page @  
<http://www.forscom.army.mil/ppet>



**FORSCOM**